

IDENTIFICATION LAB MANAGER

NATURE OF WORK

This is supervisory and administrative work directing and coordinating the operations of the Identification Unit of the Police Department. This is a civilian position.

Work involves directing and supervising the activities of the Identification Unit; examining and comparing questioned documents; analyzing, classifying and filing, and identifying fingerprints; operating the NAFIS computer system; writing reports on identifications; preparing and giving expert witness testimony; and maintaining the Digital Imaging System and evidence files and records. General supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and effectiveness of services provided. Supervision is exercised over subordinate personnel assigned to the Identification Unit.

EXAMPLES OF WORK PERFORMED

Makes examinations and comparisons of handwriting, typing, ink, papers, indentions and photocopies; utilizes specialized scientific equipment including microscope, ultra violet, infrared and specialized photographic filters and films, Electro-Static Device Apparatus (ESDA) and Visual Spectral Comparator (VSC-1); reviews current literature; writes opinions; prepares enlarged photographic charts; testifies in court as an expert witness.

Obtains inked fingerprints from both living and deceased individuals; obtains latent fingerprints from a variety of surfaces; determines the proper method to use to obtain fingerprints; utilizes various chemicals, powders and photographic techniques to develop latent fingerprints; classifies and searches fingerprints according to recognized identification standards; trains recruits and employees on proper methods for development and lifting of latent fingerprints; compares fingerprints for identification of individuals; operates the NAFIS computer system for ten print entry, latent print entry, and comparison and identification of "hits" from these entries; writes reports on identifications; testifies in court as an expert witness.

Takes and develops photographs, using various filters and films, of latent fingerprints developed on evidence, questioned documents, individuals, crime scenes and accidents; takes still photos from videotapes.

Prepares and gives testimony as an expert witness by maintaining credentials in both fingerprints and documents; by writing opinions and building charts which demonstrate these opinions in questioned documents, as well as writing reports and building charts which demonstrate the points of comparison used to identify fingerprints.

Operates and maintains the Digital Imaging System (mug shot system); orders supplies and equipment needed to maintain and upgrade the system.

Instructs and trains Police Officers, as a Certified Instructor, in the proper procedures, methods and techniques used to obtain latent fingerprints.

Participates in testing completed by Collaborative Testing Service, an independent testing laboratory, which monitors and certifies laboratories in both fingerprinting and questioned document examinations.

Instructs laboratory personnel in the use of photographic equipment, in the development of photographs, and in the proper use of hazardous chemicals, enlargement techniques, films and papers.

Orders, stores and uses hazardous chemicals in the processing of evidence and in the photo lab.

Directs, supervises and reviews the work-product of trainees and subordinates; prepares monthly, quarterly and annual reports; researches and orders equipment for the Lab; prepares unit budget; evaluates subordinates and compiles yearly work load analysis.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of modern principles and practices of law enforcement.

Considerable knowledge of the departmental rules and regulations, and Federal and State laws, with particular reference to document examination and fingerprints.

Knowledge of court procedures.

Ability to analyze and compare various types of documents.

Ability to operate complex scientific document testing equipment.

Ability to operate complex computer equipment used for the Nebraska Automated Fingerprint Identification System (NAFIS) for print identification.

Ability to obtain and process ink and latent fingerprints.

Ability to take photographs and operate complex developing equipment.

Ability to present testimony as an expert witness in a clear and concise manner and to maintain composure in a courtroom setting.

Ability to establish and maintain effective working relationships with law enforcement officials, co-workers and the general public.

Skill in the use of hazardous chemicals.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a four-year college or university with major course work in criminal justice, the natural sciences or related field and thorough experience in document examination and fingerprinting in a law enforcement agency or criminology laboratory.

MINIMUM QUALIFICATIONS

Graduation from a four-year college or university with major course work in criminal justice, the natural sciences or related field and considerable experience in document examination and fingerprinting in a law enforcement agency or criminology laboratory; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Maintains credentials to be court qualified as an expert witness for questioned documents.

Maintains credentials to be court qualified as an expert witness for fingerprint testimony.

Approved by: _____
Department Head

Personnel Director

12/89
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